ENT-NET-021

STATEWIDE INFORMATION SYSTEMS STANDARD

Network Resources Naming

Approved

Office of the Chief Information Officer

Department of Administration
Information Technology Services Division
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Governor

State of Montana

DEPARTMENT OF ADMINISTRATION
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CHIEF INFORMATION OFFICER
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I.   Purpose

The Department of Administration's Information Technology Services Division (ITSD) is responsible for providing security for the Montana state network. This **Network Resources Naming Standard** (Standard) identifies the resource naming responsibilities for the network.

II.   Authority

Pursuant to the Montana Information Technology Act (MITA) (Title 2, Chapter 17, Part 5 of the Montana Code Annotated (MCA), it is the policy of the state that information technology be used to improve the quality of life of Montana citizens, and that such improvement is to be realized by protecting individual privacy and the privacy of the information contained within the state's information technology systems. §2-17-505(1) MCA.

It is also the policy of the state that the development of information technology resources be conducted in an organized, deliberative, and cost-effective manner, which necessitates the development of statewide information technology policies, standards, procedures, and guidelines applicable to all state agencies and others using the state network. It is also anticipated that State information technology systems will be developed in cooperation with the federal government and local governments with the objective of providing seamless access to information and services to the greatest degree possible. §2-17-505(2) MCA.

III.   Roles And Responsibilities

A.   Department of Administration

Under MITA, the Department of Administration (DOA) is responsible for carrying out the planning and program responsibilities for information technology for state government (except the national guard), including for establishing and enforcing a state strategic information technology plan and establishing and enforcing statewide information technology policies and standards. DOA is responsible for implementing MITA and all other laws for the use of information technology in state government. The director of DOA has appointed the chief information officer to assist in carrying out the department's information technology duties. §2-17-512 MCA.

B. Department Heads

Each department head is responsible for ensuring an adequate level of security for all data within their department. §2-15-114 MCA.

IV. Applicability

This Standard is applicable to agencies, staff and all others, including outsourced third-parties (such as contractors, or other service providers), which have access to, or use or manage information assets subject to the policy and standard provisions of §2-17-534, MCA. This Standard shall be communicated to staff and others who have access to or manage information, and information systems and assets.

V. Scope

This Standard encompasses information and information systems for which agencies have administrative responsibility, including information and systems managed or hosted by third-parties on agencies' behalf.

This Standard may conflict with other information system policies currently in effect. Where conflicts exist, the more restrictive policy governs. The development of future policies or standards will specifically identify and retire any superseded portions of current policies or standards.

VI. Requirements

It is important that network names be standard and consistent. It is necessary to have naming standards so information created will be standardized and consistent from agency to agency.

The following acronyms will be used to identify agencies and to remain consistent with other automated directory services on the state network. These acronyms are to be used in naming objects and other items on the network.

ADV	Montana Advocacy Program
AGR	Department of Agriculture
ART	Montana Arts Council
BOE	State Board of Education
BPE	Board of Public Education
CHE	Office of the Commissioner of Higher Education
DOC	Department of Commerce
COR	Department of Corrections
CPP	Commissioner of Political Practices
DEQ	Department of Environmental Quality
DLI	Department of Labor and Industry
DMA	Department of Military Affairs
DOA	Department of Administration
DOJ	Department of Justice

DOR	Department of Revenue
FWP	Department of Fish, Wildlife and Parks
GOV	Governor's Office
HCT	Helena College of Technology
HHS	Department of Public Health & Human Services
HIS	Historical Society
JUD	Judiciary
LEG	Legislative Branch
LIV	Department of Livestock
MDT	Department of Transportation
MSL	Montana State Library
DNR	Department of Natural Resources & Conservation
OPI	Office of Public Instruction
PSC	Department of Public Service Regulation
SAO	State Auditor's Office
SOS	Secretary of State
STF	Montana State Fund
USM	University System

Agency level organizational unit names consist of the pre-defined three letter acronyms listed above and will be updated as necessary.

Organizational unit names residing under agency level organizational units consist of a three-character description determined by the administrator of that organizational unit. For example, the agency organization LEG - Legislative Branch could name its organizational unit for the House of Representatives HOU.

Workstation names and domains must consist of 10-15 characters and are defined as follows:

a) the first three characters are the agency acronym listed above,

b) the next three or four characters represent the device's city or county location if the device is located outside of Helena (if located in Helena these characters can represent the location or the agency division), and

c) the last four to nine characters are a descriptor of the object.

This description could be a number or some other distinctive indicator and can use some or all of the last nine characters. For example, a server for the Department of Administration located in Helena could be named: DOAHLN001. Only alphanumeric characters may be used. Locations should use the following list of acronyms for the city in which they reside:

Anaconda	ANA
Baker	BAK
Big Timber	BGT
Billings	BIL
Boulder	BLD
Box Elder	BOX

Bozeman	BOZ
Butte	BTE
Chinook	CHK
Choteau	CHT
Colstrip	CLS
Columbia Falls	CFL
Columbus	COL
Conrad	CND
Cut Bank	CTB
Deer Lodge	DRL
Dillon	DIL
Drummond	DRU
Forsyth	FOR
Fort Benton	FTB
Glasgow	GLS
Glendive	GLN
Great Falls	GTF
Hamilton	HAM
Hardin	HAR
Harlowton	HLW
Havre	HAV
Helena	HLN
Jordan	JDN
Kalispell	KAL
Lame Deer	LMD
Lewistown	LEW
Libby	LIB
Livingston	LIV
Malta	MLT
Miles City	MLC
Missoula	MSL
Plentywood	PLW
Polson	POL
Red Lodge	RDL
Rocky Boy	RCK
Roundup	RND
Shelby	SHL
Sidney	SID
St. Ignatius	STI
Superior	SUP
Thompson Falls	TFS
Townsend	TWN
Virginia City	VIR

Warm Springs	WSP
West Yellowstone	WYS
Wolf Point	WPT

Locations may also use the county number (01 to 56) for the county in which they reside. For example, the Department of Revenue uses DORCOxx0xxxx to denote a PC located in a county office where CO designates county and xx is the two digit county number (using the three to four digits identified in #b) above), and 0xxxx is the five digit PAMS number assigned by the department.

A. Background - History On The Creation Of Or Changes To This Policy

This policy was originally created by the NetWare Managers Group Policy Committee. It was then modified to include the migration to Microsoft NT/2000and Microsoft Exchange for electronic mail. It was distributed to the Information Technology Managers Council for comment prior to adoption. This policy was modified by ITSD to incorporate standardization of city and county descriptors.

B. Guidelines - Recommendations, Not Requirements

NetWare volume names in the NDS should follow suggested Novell standards. The system volume should be named SYS and other volumes should be named VOL1, VOL2, VOL3, etc. Alias and Directory Map names should be descriptive of the object they are representing. Users should be able to determine what the object is and where the object resides from its name. Print queue, printer, print server, jet direct printer, group, profile, and organizational role names in the NDS should follow the naming standards above for servers and domains.

References - Laws, rules, standard operating procedures and applicable policies

2-17-512, MCA; 2-17-534, MCA

MOM 3-0130 Discipline

VII. Change Control and Exceptions

Standard changes or exceptions are governed by the Procedure for Establishing and Implementing Statewide Information Technology Policies and Standards. Requests for a review or change to this instrument are made by submitting an Action Request form (at http://itsd.mt.gov/content/policy/policies/administration/action_request.doc). Requests for exceptions are made by submitting an Exception Request form (at http://itsd.mt.gov/content/policy/policies/administration/exception_request.doc). Changes to policies and standards will be prioritized and acted upon based on impact and need.

VIII. Closing

Direct questions or comments about this instrument to the State of Montana Chief Information Officer at ITSD Service Desk (at http://servicedesk.mt.gov/ess.do), or:

PO Box 200113
Helena, MT 59620-0113
(406) 444-2700
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IX.   References

A.   Legislation

- 2-17-505(1) – Policy
- 2-17-514(1) – Enforcement
- §2-17-505(2), MCA
- 2-17-512, MCA
- 2-17-534, MCA
- 2-15-114, MCA
- 2-17-503, MCA
- 45-6-311, MCA
- 2-15-112, MCA

B.   Policies, Directives, Regulations, Rules, Procedures, Memoranda

- MOM 3-0130 Discipline
- ARM 2.13.101 - 2.13.107 - Regulation of Communication Facilities
- ARM 2.12.206 Establishing Policies, Standards, Procedures and Guidelines.
- Statewide Policy: Establishing and Implementing Statewide Information Technology Policies and Standards
- Statewide Procedure: Establishing and Implementing Statewide Information Technology Policies and Standards

C.   Standards, Guidelines

X.   Administrative Use

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Change & Review Contact:	ITSD Service Desk (at http://servicedesk.mt.gov/ess.do)

Review: Event Review: Any event affecting this instrument may initiate a review. Such events may include a change in statute, key staff changes or a request for review or change.

Scheduled Review Date: April 7, 2014

Last Review/Revision: May 4, 2009

Changes: July 11, 2008 – Non-material changes made:

- Standardize instrument format and common components.
- Changed to reflect next review date.

April 7, 2009 – Non-material changes made:

- Corrected broken URLs
- Applied new document layout.

May 4, 2009 – Non-material changes made:

- Deleted incorrect version number field